

RULEMAKING PROCESS ACRONYMS AND DEFINITIONS

From Handout Supplied at Rulemaking Meeting of August 30, 2005

The document handed out at the above meeting is a timeline for the rulemaking process. It is not all-inclusive, but depicts the timeframe needed for promulgating a rulemaking. The minimum time for promulgating a rule is 20 months.

1. **AGO** – Attorney General’s Office. They review the rulemaking for authority, and other legal aspects.
2. **ALPD** – Former Air and Land Protection Division – Now Division of Environmental Quality. The Division of Geology and Land Survey is also a party to this rulemaking.
3. **DO** – Department of Natural Resources Director’s Office
4. **Interagency Review:** Required for all rulemakings. A 30-day interagency review and comment process is required by executive order for all rulemakings. This is an intra-and interagency email review process.
5. **JCAR** – Joint Committee on Administrative Rules – A legislative Committee that reviews rules. If response is received from JCAR, the department must address their concerns. If no response is received within 30 days, department may proceed with filing with the other entities.
6. **MO Register** – *Missouri Register* – A report published twice per month by the Secretary of State’s Office that contains any rulemaking that has been filed with the SOS.
7. **ORM** – Order of Rulemaking. The ORM is the final submittal by the department to the SOS on a rulemaking to be published in the MO Register. This document contains responses to comments received on the rulemaking, determination as to whether the rule was changed or not pursuant to comments and the reasons why the rulemaking was changed or not. It is published in the *Missouri Register* 30 days after it is filed with the SOS. It is published in the Code of State Regulations 15 – 30 days after it is published in the MO Register and the rule becomes effective 30 days after it is published in the Code of State Regulations. This ORM must be submitted to the DO within 30 days after the public comment period ends; filed with JCAR within 60 days after the public comment period ends; and filed the SOS within 90 days after the public comment period ends.
8. **PRM**- Proposed Rulemaking: A general term for a proposed amendment rescission or new rule.

9. **Public Comment Period** – After a rulemaking is published in the MO Register, there is a comment period of at least 30 days where the department takes written comments on the rulemaking.
10. **Public Hearing** – A hearing held no earlier than 30 days after rulemaking is published in the MO Register. A public meeting where comments (both oral and written) are taken on the rulemaking.
11. **Request for Approval to Begin:** This is a formal internal DNR document the outlines the need/reason for a rulemaking. It is sent to the Director for approval.
12. **RIR** – Regulatory Impact Report. A report required by Section 640.015 for rulemakings that set environmental standards or conditions. It contains specified information specified by law and allows a 60-day public comment period and requires our responses and the RIR to be filed with the rulemaking. It is posted on our website under Rules in Development section. It is also placed in a major newspaper with an average circulation of 20,000 or more.
13. **Rulemaking:** Any action by the department to add, amend or rescind a rule in the Code of State Regulations
14. **SBIS** – Small Business Impact Statement – An official report required by Section 536.300 for rulemakings that affect for-profit enterprises consisting of fewer than fifty full- or part-time employees.
15. **SBRFB** – Small Business Regulatory Fairness Board. If small businesses are affected, the proposed rulemaking and Small Business Impact Statement is filed with this board prior to filing it with JCAR or SOS.
16. **SOS** – Secretary of State’s Office – This is the office where rulemakings are officially filed and published in the *Missouri Register*.
17. **Stakeholder Meetings:** Meetings held to get input from the public and from those who are interested or may be affected by the proposed rulemaking